GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

MA & UD Department – Memorandum of Understanding (MoU) between Municipal Administration & Urban Development Department and School of Planning & Architecture, Vijayawada (SPAV) dated 26.09.2025 – Constitution of Working Group – Approval of Nominations, Scope of Engagement, Terms of Reference, Expected Outcomes, Review Mechanism and Timelines – Orders – Issued.

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (UBS) DEPARTMENT

G.O.Rt.No.1319 Dated:24-11-2025

Read the following:

1. Memorandum of Understanding (MoU) between MA&UD Department and SPAV dated 26.09.2025.
2. From the Director, School of Planning & Architecture (SPAV), Vijayawada, Letter dated 17.11.2025.

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O R D E R

In the reference 1st read above, the Municipal Administration & Urban Development (MA&UD) Department and the School of Planning and Architecture, Vijayawada (SPAV), an Institution of National Importance under the Ministry of Education, Government of India, have entered into a Memorandum of Understanding (MoU), dated 26.09.2025, establishing a framework for collaboration in planning, research, consultancy, advisory services, capacity building, technological innovation, and development of knowledge products.

2. As per the provisions of the MoU, both institutions shall constitute a six-member Working Group (three from MA&UD Department and three from SPAV) to steer, coordinate and monitor all activities undertaken under the collaboration.

3. In the reference 2nd read above, the Director, SPAV, has communicated nominations of three members from SPAV to the Working Group. Accordingly, Government hereby constitute the Working Group with the following members:

I) Members from SPA, Vijayawada:

Sl. No.	Name	Designation
1	Dr. Adinarayanane R	Associate Professor
2	Dr. PrasanthVardhan	Associate Professor
3	Dr. Naina Gupta	Assistant Professor

Contd...2..

II) Members from MA&UD Department:

1. Additional Director, Office of C&DMA – Chairman, Working Group
2. Additional Director, Office of DT&CP – Member
3. Chief Technical Officer (CTO), APUIAML - Member

4. Government also hereby approve the Scope of Engagement, Terms of Reference, Expected Outcomes, Review Mechanism, and Timelines for the Working Group. The detailed framework is annexed to this order.

5. The Working Group shall commence functioning immediately and undertake activities as per the approved scope and framework.

6. The Commissioner & Director of Municipal Administration, Director of Town & Country Planning and Andhra Pradesh Urban Infrastructure Asset Management Limited shall extend all necessary support for smooth implementation of the MoU.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S. SURESH KUMAR
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Commissioner & Director of Municipal Administration, A.P., Vaddeswaram
The Director of Town & Country Planning, A.P., Mangalagiri
The Chief Executive Officer, APUIAML, Vijayawada
The Director, School of Planning & Architecture (SPAV), Vijayawada
Copy to:-
The OSD to Hon'ble Minister (MA&UD)
The PS to Principal Secretary to Government, MA&UD Department
Sf/Sc

//FORWARDED BY ORDER//

SECTION OFFICER

Annexure to the G.O.Rt.No.1319, MA&UD (UBS) Department, Dated:24-11-2025

I. Scope of Engagement

The Working Group shall operationalise all areas of collaboration defined in the MoU, including:

1. Research & Professional Solutions

Joint exploration of interdisciplinary domains of urban development, architecture, environmental planning, transport planning, land management, climate adaptation and public policy using advanced technologies such as GIS, Remote Sensing, AI/ML, IoT and data analytics.

2. Thought Leadership & Dialogues

Conducting roundtables, policy dialogues, strategic meetings, vision workshops, thematic conclaves and brainstorming sessions on municipal administration, urban planning, climatic resilience, mobility, land governance, and innovative development practices.

3. Capacity Building

Design and delivery of structured capacity building programs for ULBs, UDAs, C&DMA, DT&CP, CRDA, APUIAML, APSAC, APG&BC, APUFIDC, APMRCL, and allied agencies under MA&UD Department through A-CUPCB-SPAV.

4. Consultancy, Advisory & Policy Support

Joint preparation or review of planning documents, RFPs, bids, DPRs, monitoring frameworks, and policy notes as required by MA&UD Department and its institutions.

5. Knowledge Exchange & Infrastructure Sharing

Facilitation of professional exchanges, lectures, juries, strategic meetings, access to seminar halls/libraries and shared data environments.

6. Establishing Think-Tank Ecosystem

Support MA&UD Department in constituting a high-level planning and policy think-tank for critical advisory functions.

II. Terms of Reference (ToR)

The Working Group shall:

1. Strategic Planning

- Prepare Annual Collaboration Plan (ACP) detailing all research, advisory and training engagements.
- Identify priority planning and development themes for joint work.

2. Technical & Policy Advisory

- Provide expert review of planning documents, frameworks, RFPs, DPRs, spatial plans and policy recommendations to MA&UD institutions.
- Promote integration of climate resilience, environmental sustainability, mobility solutions and digitisation in planning systems.

3. Training & Capacity Building

   - Prepare competency-based training modules for municipal officers, planners and allied technical staff.
   - Oversee delivery, evaluation and improvement of all capacity building initiatives.

4. Research & Knowledge Generation

   - Facilitate research studies, publish white papers, technical guidelines, manuals, toolkits and planning standards relevant to urban development.

5. Data Governance

   - Establish mutually agreed mechanisms for data access, use, sharing, protection and maintenance across MA&UD institutions and SPAV.

6. Monitoring, Documentation & Reporting

   - Monitor MoU implementation, document proceedings, maintain records, and submit structured quarterly and annual reports.

III. Expected Outcomes

1. Enhanced Institutional Capacity

   - Strengthened planning capabilities across ULBs and UDAs through regular training, exposure to modern planning tools, and guided professional development.

2. Standardised Planning Frameworks

   - Development of model planning templates, spatial planning guidelines, climate-resilient urban design norms, and municipal systems improvement frameworks.

3. High-quality Research Outputs

   - Generation of evidence-based studies, city assessment reports, thematic papers, and consultancy outputs supporting State priorities.

4. Improved Advisory Support

   - Streamlined and expert-backed review of RFPs, bids, DPRs and planning documents leading to higher quality project outcomes.

5. Think-Tank Establishment

   - Setting up a dedicated advisory platform for MA&UD that provides forward-looking inputs on urban development policies.

IV. Review Mechanisms

1. Quarterly Review by Principal Secretary

   - Review of collaboration plan, training outcomes, advisory tasks, pending activities and future priorities.

2. Bi-Monthly Internal Reviews

   - Working Group to meet every two months to monitor progress, resolve coordination issues and track ongoing works.

3. Structured Reporting

- Submission of Quarterly Progress Reports (QPRs), Annual Reports and documentation of all meetings, decisions and outputs.

4. Mid-Term Review (18 Months)

- Evaluation of MoU performance, institutional impact and need for recalibration of focus areas and MoU amendments.

5. Annual Urban Development Conclave

- Joint MA&UD–SPAV conclave for knowledge exchange, showcasing outputs and aligning next-year priorities.

V. Timelines

Activity	Action Description	Timeline
Constitution of Working Group	Issue of proceedings notifying the six-member Working Group	Immediate upon approval
1st Working Group Meeting	Agenda: introduction, confirmation of roles, approval of initial work plan structure	Within 15 days
Preparation of Annual Collaboration Plan (ACP)	Submission of detailed plan covering training, research, advisory, and operational activities	Within 30 days of 1st meeting
Design of Training Calendar	Identification of training modules, faculty, dates, and target groups	Within 45 days
Commencement of Priority Research Tasks	Initiation of research areas suggested by MA&UD or proposed by SPAV and approved by WG	Within 60 days
Quarterly Progress Reports (QPRs)	Submission of progress report at the end of every quarter	Every 90 days
Mid-Term Evaluation	Detailed analysis of progress, impact, and needed revisions	After 18 months
Annual Review	Finalisation of annual report, outcomes achieved, next year's plan	End of each financial year

S. SURESH KUMAR
PRINCIPAL SECRETARY TO GOVERNMENT